

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	04	Title:	Physical Security	
Document:	05	Title:	Safety Program	

## 1. STANDARD

ISD will insure that facilities and work areas present safe environments for all employees and visitors.

### 1.1. Summary of Standard Changes

### 1.2. Purpose

The standard is created to give authority to the ISDLC (ISD Loss Control Coordinator) to provide safety training and safety inspections of the ISD work environment.

### 1.3. Scope

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

ISDLC is the ISD Loss Control Coordinator.

### 1.6. Description of Standard

The Safety Program featuring safety training, periodic safety inspections, inspection of vehicles, and follow-up systems to insure corrective actions will be maintained by the ISDLC. The ISDLC will determine what safety training is necessary for ISD supervisors and personnel, including a safety inspection program, to meet RISK Management program compliance.

### 1.7. Implications

### 1.8. References

### 1.9. Attachments

## 2. SAFETY EDUCATION PROCEDURES

The ISDLC will provide, document, and maintain education and training procedures for all ISD supervisors and personnel.

### 2.1. Summary of Procedure Changes

### 2.2. Procedure Details

2.2.1. ISD supervisors will be notified of their responsibilities within the safety program.

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- 2.2.2. Supervisors will be scheduled into safety training classes.
- 2.2.3. ISD supervisors will document any safety elements, job risks, and emergency procedures of their staff and submit a report to the ISDLC.
- 2.2.4. ISD supervisors will explain and discuss safety elements, job risks, and emergency procedures with their staff.
- 2.2.5. Necessary HAZCOM training will be scheduled and delivered to affected ISD personnel.
- 2.2.6. Loss Control (Safety) education/training will be scheduled and delivered to ISD personnel.

### 2.3. References

### 2.4. Attachments

## 3. SAFETY INSPECTION PROCEDURES

The ISDLC will create, document, and maintain a safety inspection program using safety check sheets, evaluation and reporting, and follow-up of corrective action.

### 3.1. Summary of Procedure Changes

### 3.2. Procedure Details

- 3.2.1. The ISDLC will create and maintain Safety Check Sheets which provide in compliance with RISK Management programs.
- 3.2.2. The ISDLC will designate personnel responsible for performing safety inspections within the first week of each quarter using the approved safety check sheets.
- 3.2.3. The ISDLC will create a quarterly Facilities Safety Report for transmittal to the ISD Deputy Director, ADOA/FSD, and other interested parties.
- 3.2.4. Any inspection item receiving a 3 (Needs Correction/Maintenance), or 4 (Unacceptable Hazard) score, indicating needed change, will be monitored by the ISDLC, and any problems not receiving adequate action will be elevated to the appropriate agency.

### 3.3. References

ISD Safety Inspection Sheets

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### 3.4. Attachments